

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- COMPENSATION & LABOR RELATIONS BULLETIN -

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Subject: Wisconsin Human Resources Handbook Chapters: **Chapter 400** Temporary Interchange of Employees; **Chapter 420** Appeal Procedures for Classification Actions; **Chapter 430** Grievance Procedures for Nonrepresented Classified Employees; **Chapter 560** Raised Minimum Rate for Represented Classifications; and an updated **Index** for Classification, Compensation, and Benefit WHRHC

Attached are four Chapters for the Wisconsin Human Resources Handbook – Administration, Classification and Compensation and an index for current and future Classification, Compensation, and Benefit chapters. These policies have been presented to agency human resources staff through distribution to the Shared Human Resource Management Council and at Professionals In Human Resource meetings.

Wisconsin Personnel Manual Chapters and bulletins that can be discarded as obsolete include WPM Chapter 712, WPM Chapter 340, WPM Chapter 528 and Bulletin CC-110.

Chapter 400 is titled “Temporary Interchange of Employees.” Section 230.047, Wis. Stats., provides the authority for the Secretary of the Department of Employment Relations (DER) to provide for intergovernmental cooperation, including that specified in the Intergovernmental Personnel Act of 1970, P.L. 91-648.84 Stats. 1909, as an essential factor in resolving problems affecting this state. Chapter ER 47, Wis. Adm. Code, outlines specific criteria for employee eligibility and procedures for implementing such interchange agreements.

This chapter provides direction for initiating an interchange. There have not been any substantial changes from Wisconsin Personnel Manual Chapter 712, which is obsolete and should be discarded now along with Bulletin CC-110. DER would like to emphasize that the interchange agreement should be approved and signed by all parties prior to an employee beginning an interchange.

Chapter 420 is titled “Appeal Procedures for Classification Actions.” Section 230.44, Wis. Stats., provides represented and non-represented employees the right to appeal specific classification actions.

This chapter provides information on appealable and non-appealable actions, procedures for delegated and non-delegated transactions, responsibilities of DER and agencies, and use of paid time by employees who have filed or are considering filing an appeal. There have not been any substantial changes from Wisconsin Personnel Manual Chapter 340, which is obsolete and should be discarded now.

Chapter 430 is titled “Grievance Procedures for Nonrepresented Classified Employees.” Section 230.04, Wis. Stats., requires the Secretary of the DER to provide nonrepresented employees the right to grieve specific actions which affect their conditions of employment. Chapter ER 46, Wis. Admin. Code ensures that state employees who are not covered by a collective bargaining agreement have a grievance procedure available.

This chapter provides agencies with guidance in administering their grievance procedures for nonrepresented employees, identifies what actions are grievable or non-grievable, the steps and response times, and use of paid time by nonrepresented employees. There have not been any substantial changes from Wisconsin Personnel Manual Chapter 340, which is obsolete and should be discarded now.

Chapter 560 is titled "Raised Minimum Rate for Represented Classifications." Section 230.12, Wis. Stats., gives the Secretary of the DER the authority to establish a raised minimum rate (RMR) to successfully recruit and retain employees when external labor market rates exceed the state's minimum pay rates for positions in a represented classification.

This chapter provides agencies with guidance in initiating requests for a raised minimum rate, the limitations in its use, factors to consider, how to gather labor market data and the roles and responsibilities of the agencies and DER. The primary change is that a raised minimum rate can only be used for represented classifications; it is no longer necessary to use these procedures for broadband nonrepresented classifications. Agencies should submit a request for a temporary appointment maximum (TAM) for specific positions if labor market conditions support the need to hire beyond the appointment maximum within a specific pay band. Wisconsin Personnel Manual Chapter 528 is obsolete and should be discarded now.

Attached is an updated **index** of all the chapters in the classification, compensation, and benefit series. A new numbering system has been developed. The index provides the new numbers of existing and future chapters and the old number if it is still current. Four Chapters previously issued under the new Wisconsin Human Resources Handbook will be renumbered. These chapters are WHRH Chapter 324, Confidential/Management/Supervisor Exclusion; Chapter 716, Annual Leave/Holiday Benefits; Chapter 714, Family Medical Leave Act; and Chapter 752, Catastrophic Leave Program. These chapters will be renumbered on our web site by November 30, 2001. Several additional chapters in this series are currently under review in draft form and should be reissued within the next several months. Chapters that will not be updated within the near future will be put on the web site under the new numbering system within the next several months. Agencies will be notified as the chapters are updated or the numbers changed.

Questions on any of this information may be directed to

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Attachments: Index (Renumbers classification, compensation and benefit series)
 Chapter 400 - Temporary Interchange of Employees
 Chapter 420 - Appeal Procedures for Classification Actions
 Chapter 430 - Grievance Procedures for Nonrepresented Classified Employees
 Chapter 560 - Raised Minimum Rate for Represented Classifications

WISCONSIN HUMAN RESOURCES HANDBOOK INDEX*
November 15, 2001
CLASSIFICATION, COMPENSATION, AND BENEFITS SERIES

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* *Italicized* numbers are new numbers not issued yet

Bolded numbers are the current chapter numbers

This index will change as chapters and the old "current" numbers are updated.